

**Region 4 Workforce Board
WIOA/JAG Program
Eligibility & Compliance Policy**

PURPOSE: Region 4 Workforce Board (R4WB) will provide JAG program in EGR 4.

REFERENCES: DWD policy 2009-12, DWD Youth Manual 2015, ENDMS guidance

Youth co-enrolled in WIOA and JAG must also meet the WIOA youth eligibility requirement (see Regional Youth Eligibility Policy) as well as the following JAG compliance.

BACKGROUND The Jobs for America's Graduates (JAG) National Model program targets youth who are at-risk of dropping out of high school due to barriers to success. The JAG program follows the same JAG National Model program standards.

- **The number one goal** of the JAG program is for participants to complete their diploma or General Equivalency Diploma (GED). Students receive basic skill assessment and remediation where needed.
- **The second goal** is for participants to attain employability skills. Students are taught 37 core competencies with the possibility of 87 total competencies to assure a strong attachment to the labor market. JAG teaches these skills and provides opportunities for students to practice the skills needed to enter the job market.
- **The third goal** is for JAG graduates to remain employed full time after graduation. Students receive 12 months of follow-up services which provide supportive services during the critical first year of post-secondary education needed to enter the job market.

CONTENT: Region 4 Service Providers are responsible for understanding and ensuring that JAG National Model program compliance standards, as specified in the handbooks and the JAG Indiana procedures outlined below.

Service providers are required to monitor the data integrity of the JAG Regional program, conduct school site visits on a regular basis and connect the JAG participants to the appropriate WorkOne office.

Following are the Indiana Department of Workforce Development's JAG Indiana program requirements and procedures. By following these objectives, JAG Indiana will comply with JAG National Model program standards.

- Student selection and eligibility determination are made through the JAG advisory committee consisting of the JAG program Manager, JAG Specialist, school counselor(s), a school core course teacher (math, science, language, or social studies), a school vocational teacher and a school administrator.
- The JAG 37 Core Competencies, as presented in the JAG Specialist handbook and available curriculum material available on line at www.jag.org, are taught and additional competencies are completed as needed for each JAG student.
- An Individual Service Strategy (ISS) for each student who is eligible for the class is completed in accordance with the Regional ISS policy.
- All daily-recorded JAG national Model program services are identified using the competency codes provided by the JAG National Curriculum in the JAG Specialist Handbook.

- A student-led Career Association and its corresponding activities are scheduled as defined in the JAG Specialist Handbook and detailed in the Career Association handbook.
- Each JAG participant is registered and submits a resume to Indiana Career Connect. All JAG are required to have a resume on Indiana Career Connect and know how to update their resume annually.
- An Employer marketing and Job Development Plan is created, written and implemented by JAG Specialist with assistance from the JAG Program Manager and the student-led Career Association.
- Accurate and timely recording in the electronic JAG Data Management System (eNDMS) is completed along with monthly data recorded in TrackOne system. Continuous and effective follow-up services are completed with support from WorkOne staff as needed.
- All efforts are made for timely and successful follow-up with JAG students. The JAG National goal for “unable to contact” is less than five percent of the total number of students in follow-up. “Unable to contact” is defined in the JAG Specialist Handbook.
- All JAG sites participate in the National Accreditation Review Process with JAG national reviewers at the participating schools.
- Each JAG program sends JAG staff and students to compete in the yearly Career Development Conference and/or the Leadership Development Conference sponsored by the Indiana Department of Workforce Development.
- All JAG staff attends all in-state training offered by the Indiana Department of Workforce Development.
- Service Providers plan a biannual rotating schedule to send their JAG staff to the JAG National Training Seminar at the location designated by JAG National.
- Service Providers are responsible for regularly monitoring data and model compliance. Additional resources and handbooks regarding this process are available for download from www.jag.org.
- Service Providers annually submit a copy of their JAG budget for their JAG program by July 1st of each program year.
- JAG students must visit a WorkOne Center or WorkOne Express office a minimum of two times per year, either individually or as a group. WorkOne staff must be invited at least three times a year to a JAG classroom.
- Monthly follow-up meetings must be scheduled at a WorkOne office with those students in follow-up who are not working or in post-secondary education.
- Twenty percent of JAG classroom activities per school year must include guest speakers and/or field trips with area business.

Following are the Region 4 Workforce Board JAG program requirements and procedures:

- Upon identification of students who may need, want, and could benefit from JAG, a **Participant Profile** must be completed gathering information; such as, barriers, academic records, attendance records, family dynamics, income status, etc.
- Participants must meet all WIOA Youth eligibility requirements prior to being co- enrolled in the WIOA JAG Program. If students are not WIOA Youth eligible, they may be enrolled into the State JAG only program. See State JAG only policy.

In TrackOne, JAG participant will have the following services/data:

- Participants must be registered for Indiana Career Connect (ICC) and complete a resume.
- TABE Test Scores must be entered into the Testing Results Section within 60 days of school.
- The following are the 3 required services to be entered into TrackOne for WIOA JAG:
 - Eligibility Determination
 - WIOA Youth/JAG
 - WIOA Youth-Initial Individual Employment Plan (IEP)
 - WIOA Youth-Youth Enrolled in Education - will be entered in TrackOne with dates of service based on the school year dates. Begin date of service will be first day of school year and planned end date will be last day **the student is expected to attend school**.
- **Youth Career Guidance/Counseling** service will be entered no less than monthly in TrackOne. Each service must have corresponding case note specific to the service the student received.
- **WIOA Youth Work Experience/Job Shadowing** will be entered into TrackOne for any internship experience/job shadowing and a case note.
- Other youth services as defined in the WIOA Youth Services Quick Reference Guide (see Addendum) will be entered into TrackOne as provided and case note entered.

In eNDMS:

- Rosters may be created and participant profiles added beginning as early as July 1. All participants must be added to the roster by the time designated by the State JAG Program—usually by September 30th of the current school year. Other roster additions may be entered as students deemed eligible and added to the JAG class.
- **Indiana Career Explorer (ICE) assessment will be completed and a copy of results must be in student files within 60 days of school.**
- Model Services must be entered on a daily basis and must include group activities, individual contact, and other significant JAG activities for the participant.
- Enter TABE test scores within the first 60 days of school.
- Enter Pre-JAG test scores within the first two weeks of school.
- Post-JAG Test Score must be entered by the end of the school year.
- Student with skills deficiencies must have additional TABE testing and scores entered by the end of the school year.
- Graduation dates must be entered upon completion of a degree/diploma.
- Attendance must be recorded mid-year and at the end of the school year.
- Participants in follow-up must be contacted at least monthly to monitor and assist with their progress toward a positive outcome including employment or school. Follow up contacts; placement in job, school, or military must be entered into eNDMS, as they occur.

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